

LETTER OF AGREEMENT
between the
STATE OF ALASKA
and the
ALASKA STATE EMPLOYEES ASSOCIATION
representing the
GENERAL GOVERNMENT UNIT

DOC Office Assistants I/II; Alternate Workweek Schedule

17-GG-132

It is agreed between the parties that the following terms and conditions of employment apply to the below identified full-time Office Assistant I/II positions employed at the Anchorage Correctional Complex within the Division of Institutions, Department of Corrections. No provision of the July 1, 2016 through June 30, 2019, master agreement not specifically referenced is modified by this agreement.

As provided in Article 22.01 the following terms and conditions describe the alternate work schedule agreed to under this agreement. In accordance with Article 4 and 27, Management reserves the right to make final determinations concerning scheduling.

1. The PCNs that this agreement applies to are as follows:
Office Assistant I – 20-5203, 20-5350, 20-7655, 20-7656, 20-7657, and 20-7682.
Office Assistant II – 20-6690, 20-6713, 20-7659, 20-7660, 20-7661, and 20-7662.
2. The assigned work schedule will cover two successive workweeks, resulting in seventy-five (75) hours of work over the two workweeks. Thirty-seven and one-half (37.5) hours are established in each workweek to ensure compliance with the Federal Fair Labor Standards Act.
3. The work schedule, as reflected on the attached assignment worksheet, will consist of seven consecutive work days, followed by seven consecutive days off. No single work day may exceed twelve and one-half (12.5) hours and will include a one (1) hour or one-half (.5) hour unpaid lunch break approximately half way through each work shift.
4. As provided in Article 23.03C, employees shall be allowed a paid 15-minute relief period approximately mid-way through each four-hour block of their work shift. If a shift is greater than ten hours, then each employee will be entitled to another 15-minute break. The parties understand that no more than three such relief periods may be taken during any shift greater than ten hours, but less than twelve hours. Relief breaks may not be combined, nor taken at the end of a shift.
5. **Article 24.02** shall be amended as follows:
A designated holiday will normally be observed on the calendar day on which it falls, except that if the holiday falls on a bargaining unit member's regularly scheduled day off (RDO), the day of observance of the holiday will be rescheduled to another day within the workweek.

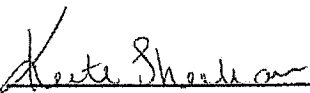
If a designated holiday falls on a bargaining unit member's scheduled day of work (including when rescheduled) and the employee observes the holiday, the difference between the seven and one-half (7.5) hour holiday and the scheduled hours of work for that day will, at the member's request and business permitting:

- a. be added to other days within the workweek; or
- b. be taken as Annual/Personal Leave in order to maintain the established schedule.

This agreement supersedes LOA 14-GG-039. This agreement is effective July 1, 2016, and remains in effect through June 30, 2019, except that it may be canceled by either party with fifteen (15) days written notice.

This agreement is entered into solely to address the specific circumstances of this particular situation. It does not establish any practice or precedent between the parties. This agreement shall not be referred to in any other dispute, grievance, arbitration, hearing, or any other forum, except as may be necessary for the execution of its terms.

FOR THE STATE OF ALASKA:

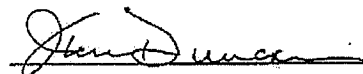


Kate Sheehan, Director
Division of Personnel & Labor Relations
Department of Administration

12/7/16

Date

FOR ASEA/AFSCME Local 52:



Jim Duncan
Executive Director

12/7/2016

Date

ASSIGNMENT to 7-DAY/2-WEEK WORK SCHEDULE
DOC OFFICE ASSISTANT I/II ALTERNATE WORKWEEK AGREEMENT
 Pursuant to 17-GG-132
 between the
STATE OF ALASKA
 and the
ALASKA STATE EMPLOYEES ASSOCIATION
 representing the
GENERAL GOVERNMENT UNIT

It is agreed between the parties that the provisions of the DOC Office Assistant I/II Alternate Workweek Agreement, 17-GG-132, shall apply to the following bargaining unit member:

| PCN | Employee Name | Employee ID# | Duty Station |
|-----|---------------|--------------|--------------------------------|
| | | | Anchorage Correctional Complex |

The two-week work schedule shall consist of seven consecutive work days, followed by seven days off for a 75-hour work period. Each work week must have 37.5-hours designated. The workweek begins on:

_____ at _____ and ends on _____ at _____
 (day) (24-hour time) (day) (24-hour time)

The regularly scheduled days and hours are as follows (day of week top row/scheduled work hours bottom row):

| Day | | | | | | | (split day) | Total |
|-------------|--|--|--|--|--|--|-------------|-------|
| Hours | | | | | | | | 37.5 |
| | | | | | | | | |
| (split day) | | | | | | | | Total |
| | | | | | | | | 37.5 |

Management reserves the right to alter this schedule, when necessary, to meet the business needs of the workplace with consideration of the employee's needs, in accordance with the collective bargaining agreement.

This assignment shall be effective on Monday, _____ and shall remain in effect through _____ (no later than June 30, 2019). Either party may cancel upon fifteen calendar (15) days written notice, with concurrent notice to the Payroll Services Manager. In the event of cancellation, the affected employee shall return to a normal work schedule in the first week following the required notice period.

For the Bargaining Unit Member and the Department:

 Bargaining Unit Member

 Date

 Supervisor

 Date

For the State of Alaska:

 DOP&LR Payroll Services Manager (or designee)

 Date

cc: ASEA/AFSCME Local 52 (via email scan or facsimile)